

CUSTODIAL/MAINTENANCE/SUPPORT APPLICATION AND EMPLOYMENT INFORMATION



Edmonton Public Schools is committed to excellence and hires based on merit. We value diversity and welcome applications from all qualified individuals.

Edmonton Public Schools serves approximately 92,000 students in over 200 schools and district learning sites. We employ more than 10,000 staff members committed to student achievement and to increased high school completion.

Working collaboratively with parents and other partners, our goal is to provide the quality education each child deserves. We offer many unique programs and programming options to enable students to embrace their futures with confidence.

Edmonton Public Schools provides choice in support of student success.

For information about Edmonton Public Schools, our schools and our programs, please visit our website at www.epsb.ca.

This document package contains the information and forms that you will need to complete your application for employment with us.

Our application process includes the following steps: the screening of applications, selection and interviewing of successful applicants, and the selection of individuals for a district supply pool.

Screening is based on the application and documentation that you submit. Due to the large number of applications that we receive, we do not contact applicants to clarify information that is not clear in the application.

In order to ensure that your application is given the consideration that it deserves, please read the following information carefully.

Should you have any questions, please feel free to contact us for assistance.

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Under collective agreement requirements, positions represented by CUPE locals are initially posted internally and first consideration is given to permanent staff.

APPLYING TO EDMONTON PUBLIC SCHOOLS

- Only COMPLETE applications are considered.
- Applicants are asked to submit applications directly to Human Resources Consulting and not to contact or submit applications to individual schools.

APPLICATION PROCESS

Custodial & Support Applicants:

- Upon receipt, an individual's application and Qualifications Checklist form are screened by a consultant.
- Based on district needs and the relative strength of an application, applicants are selected for an interview.
- Applicants for office related positions are tested on software applications prior to being interviewed.
- Reference checks are conducted prior to an offer of employment. (See Reference Checks section.)
- Receipt of applications will not be acknowledged. Applicants being considered for employment can expect to receive notification within two to three weeks.
- Based on district needs and the relative strength of an individual's application, work as temporary staff in the supply pool is offered.

Individuals are initially hired to provide temporary replacement service to district sites on an hourly on-call basis.

Maintenance Applicants:

Applications are provided to Maintenance Services for screening as needs are identified.

DOCUMENTATION REQUIREMENTS

In order for your application to be considered, you must include the following items:

Application Form

- Please ensure that you complete all sections of the application form.
- You must complete and sign the Declaration of Applicant section of page 4 as part of your application.

Practicum Reports

- If you have been involved in a certificate or diploma program that included a practicum placement, please submit copies of your practicum evaluations.

Reference Letters

- Two written references that are work related and speak to proficiency or potential should accompany your application. One of your references should be from a supervisor of your most recent position.

Resumé

- Your resumé should provide additional information about your experience, interests and abilities. Previous work experience, volunteer work with children and participation in community activities are examples of information you might include.

Qualifications Checklist (Custodial & Support only)

- In each section of the form, please indicate those areas in which you are qualified or prepared to work.
- Where you have certificates, diplomas, or training, please indicate the year you received the documentation or training next to the applicable item and enclose photocopies of those documents.
- A listing with descriptors for Special Needs categories is enclosed.

Mandatory Records Check and Disclosure Form

- This form must be completed, signed and returned with your application.
- Yes to any of the questions does not automatically exclude an applicant from employment.
- If hired, you will be required to submit a Police Information/criminal records check. Instructions will be provided at the time of hire or offer of employment.
- An Offer of Employment for custodial work is conditional upon the ability to meet job demands as determined by a pre-placement assessment.

Custodial Pre-placement Assessment

- The assessment is a test of the individual's functional abilities in relation to normal daily activities and/or general and specific work demands. Individuals will be tested for light and heavy-duty custodial work. The testing includes: tests of standing, sitting, reaching, bending, squatting, crouching, balancing, lifting, carrying, pushing, and pulling and other tests of function as appropriate.

CERTIFICATES & LICENSES

- Applicants with related certificates or licenses should include a photocopy of those certificates or licenses with their application.
- Where a certificate or license is a requirement of a position, verification of that information will be required prior to commencing employment.

REFERENCE CHECKS

- We conduct confidential reference checks for the purpose of obtaining job-related information. These references will be obtained from previous supervisors or organizations identified by an applicant.
- Reference information will be used only for the purposes of determining suitability, eligibility or qualifications for employment.
- All reference information will be retained in confidence by Edmonton Public Schools.
- Confidential reference information will not be made available to applicants.

MAINTAINING AN APPLICANT FILE

- Applications of unsuccessful applicants are kept for the school year in which they are received, in addition to the following school year. Following that period of time, the application will be destroyed. It is not necessary to submit new applications during this time.
- Please advise Human Resources Consulting, in writing, of any changes to your name, address, telephone number, or availability following your initial application.
- You are encouraged to forward any new documentation relevant to your application.

ACCEPTING AN EMPLOYMENT OFFER

DOCUMENTATION REQUIREMENTS

Upon an offer of employment, the following documentation must be provided:

- **Social Insurance Number**
- **Birth Certificate**

TEMPORARY EMPLOYMENT – SUPPLY POOL

- Individuals hired to the supply pool provide temporary replacement services to district sites.
- Work is on a half-day/full-day on-call basis.
- Placements are made for both long-term and day-to-day assignments.
- Individuals are recommended based on suitability and performance.

PERMANENT EMPLOYMENT

- Temporary staff may apply on advertised vacancies. Under collective agreement requirements however, first consideration will be given to permanent staff members.

Custodial & Support:

- Human Resources Consulting consultants may recommend individuals from the supply pool for consideration on advertised permanent positions when there are no permanent applicants or no qualified permanent staff on recall.

Maintenance:

- External applicants may be considered if there are no suitable permanent applicants or no individuals on recall.

PAY

- All district employees, including supply staff, are paid in accordance with collective agreement requirements by electronic deposit.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP)

- All personal information is collected in accordance with the *Freedom of Information and Protection of Privacy Act*, the *Alberta School Act*, and Board Policies of Edmonton Public Schools.
- Personal information is collected from applicants for the sole purpose of determining suitability, eligibility, or qualifications for employment with Edmonton Public Schools. This information may be reviewed by Human Resources staff, district administrators, and interview panel members.
- Personal information provided by applicants is stored in an electronic database. All applications will be retained by Edmonton Public Schools for a minimum of one year.

CONTACTING US

Submit applications to:

Human Resources Consulting
Edmonton Public Schools
Centre for Education
One Kingsway
Edmonton, AB T5H 4G9

Make inquiries regarding application status to:

(780) 429-8111 or HRBusiness@epsb.ca